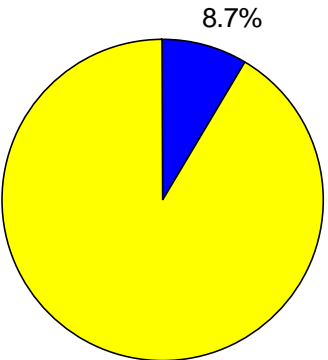


## *Department of Planning and Zoning*

### 35-05-Special Permit/Variance

Fund/Agency: 001/35		Department of Planning and Zoning
Personnel Services	\$630,319	<p style="text-align: center;"><b>CAPS Percentage of Agency Total</b></p>  <p style="text-align: center;">8.7%</p> <p style="text-align: center;">91.3%</p> <p style="text-align: center;"> <span style="color: blue;">■</span> Special Permit/Variance    <span style="color: yellow;">■</span> All Other Agency CAPS </p>
Operating Expenses	\$128,943	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$759,262</b>	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$143,319	
Other Revenue	\$0	
<b>Total Revenue:</b>	<b>\$143,319</b>	
<b>Net CAPS Cost:</b>	<b>\$615,943</b>	
Positions/SYE involved in the delivery of this CAPS	9/12.4	

#### ► CAPS Summary

To accept, review, analyze, schedule, advertise, coordinate staff responses, negotiate with applicants, make recommendations, produce staff reports, and respond to inquiries on land use applications including Special Permit, Special Permit Amendment, Variance and Variance Amendment applications, and to process appeals of decisions of the Zoning Administrator, all of which are subject to the public hearing process before the Board of Zoning Appeals (BZA); to produce and maintain resolutions and minutes of all BZA actions; and to prepare Return of Records for all court cases. This function provides all administrative and Clerk to the Board functions required to support the BZA.

## *Department of Planning and Zoning*

### ► Method of Service Provision

Service is provided by County employees primarily via written and oral communication. Staff works with applicants to accept applications, including pre-application meetings and processing requests for waivers of submission requirements. A staff report is prepared for each application which analyzes the proposal, presents issues, both outstanding and resolved, draws conclusions and makes recommendations; subsequent addenda may be published to convey revised or supplemental information or to reflect a change in staff's position. Professional staff presents and defends the staff position at public hearings before the BZA. Staff also attends meetings, answers phone and written inquiries, meets with office visitors, records minutes of the Board of Zoning Appeals proceedings and prepares resolutions documenting official action taken by the BZA; attends pre-application meetings with potential applicants; and serves as Planner-of-the-Day, a four-hour, rotating assignment as principal resource for general inquiries from the public. All support functions (map preparation and distribution, publication preparation and distribution, legal notices, advertising, word processing, official file preparation) are also performed by staff. Staff prepares all signs and posts the properties which are the subject of special permit, variance and appeal public hearings.

The only service which is contracted outside of the Fairfax County Government is legal representation for BZA when the Office of the County Attorney is unable to represent the BZA.

### ► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Special Permit Applications Accepted	98	94	110	102*	100
Variance Applications Accepted	145	157	175	192*	190
# BZA Public Hearings Held	243	286	290	309*	300
# Staff Reports/Addenda	265	273	324	321*	300
Average caseload per Coordinator	25	25	26	33*	33

\*Actual numbers

In addition to the workload noted above, each year staff of this CAPS hold approximately 420 meetings with applicants, agents, and interested parties, including approximately 55 pre-application meetings with potential applicants; respond to approximately 175 written requests; prepare over 600 maps for inclusion in Staff Reports; post approximately 300 public hearing signs; prepare approximately 300 legal notices/ads; provide litigation support to the County Attorney; and complete special projects.

## *Department of Planning and Zoning*

### ► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 51 - 75%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia, Sect. 15.2-2308 requires that any county which enacts a Zoning Ordinance must create a Board of Zoning Appeals (BZA) and appoint a secretary. This provision gives the BZA the authority to hear and decide appeals, variances, and special exceptions (permits) as may be authorized by the zoning ordinance.

### ► User Fee Information

Subobject Code	Fee Title	FY 2002 ABP Fee Total
0465	Board of Zoning Appeals' Fees	\$143,319
<b>Current Fee</b>		<b>Maximum Allowable Fee Amount</b>
<b>Variance:</b> Variance (yard; fence; modification of location/use limitations for accessory structures/uses) \$165.00 All other variances \$1,485.00 Appeal (Sect. 18-204 & 18-301) \$210.00  <b>Special Permit:</b> Group 1 \$2,970.00 Group 2 \$2,970.00 Group 3 (Places of Worship w/ child Care Centers of 100 or more) \$2,000.00 Group 3 (All other uses) \$200.00 Group 4 \$740.00 Group 5 \$2,970.00 Group 6 \$2,970.00 Group 7 \$2,970.00 Group 8 (All use approved by Zoning Administrator) \$75.00 Group 8 (All other uses approved By BZA) \$2,970.00 Group 9 (Open air produce stand) \$330.00 Group 9 (Accessory dwelling unit) \$80.00 Group 9 (Yards – RC) \$35.00 Group 9 (Animals; error in building location; noise barriers; etc.) \$165.00 Group 9 (All other uses) \$2,970.00		Maximum determined by fee structure.
<b>Purpose of Fee:</b> The purpose of the fee is to offset personnel, printing, advertising, and posting expenses incurred in the processing of each case.		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
Sect. 18-106 of the Zoning Ordinance	Zoning Fees are legislatively established by the Board of Supervisors.	1996
<b>Other Remarks:</b>		